



AGENDA MEMO

12/4/2018 Agenda

TO: Honorable Mayor and City Council

FROM: Alicia Dorsey, Director of Human Resources

**SUBJECT: Request for Approval to Award Classification and Compensation Study
Contract to Public Sector Personnel Consultants (PSPC)**

BACKGROUND:

Annually, the Human Resources Department conducts a general market survey to ensure the competitiveness and equity of our adopted pay plan. In the 2018/2019 FY budget, funds were allocated to conduct a comprehensive Classification and Compensation Study that will ensure the City's competitive position in the market, ensure position salaries and benefits are right-sized to the organization and industry, and identify best practices for the future administration of classification and compensation adjustments during the budget process. This project will include all positions within the City, including Police and Fire.

A request for proposals was issued through BidSync with a submission deadline of October 12, 2018 at 5:00 p.m. CST. The scope of the project includes the following:

- Review of the City's 100+ job classifications and position descriptions
- Employee input and participation via job questionnaires
- As needed updating of job descriptions
- Salary and benefits survey comparisons to the competitive market
- Compensation plan updating and as needed revisions to pay range tables, pay range placements, and implementation options
- Stakeholder presentations and communication throughout the course of the study
- Best practice training and implementation with Human Resources staff

A total of seven (7) proposals were received. Three proposals were identified for interview, and all three presented an overview of their project approach, strategy, and plan.

Staff recommends Public Sector Personnel Consultants (PSPC) be awarded the contract for the classification and compensation study work totaling \$32,000. In addition to the beforementioned tasks listed, the contract will also include the following options:

- Employee Briefing Meetings, Position Classification, and Titling not to exceed \$7,500
- Updated Job Descriptions (\$100 each, maximum of 30 descriptions) not to exceed \$3,000

RECOMMENDATION:

Staff recommends the award of this contract to Public Sector Personnel Consultants (PSPC) for the total cost not exceed \$42,500.